

Director of Security

~~CONFIDENTIAL~~

12 May 1953

Chief, Security Division

Clearance and Security Processing of Temporary and Part-time Employees

This is to advise that at a meeting held on 9 May 1953 attended by the Chief, Security Division, Deputy Chief, Security Division, Chief, Personnel Security Branch and Special Assistant/Chief, Security Division, the following tentative procedure for the clearance and security processing of individuals to be employed on a temporary basis or part-time basis was adopted.

I. Temporary Employees

- A. Such employees will be employed on a temporary basis for a period not to exceed six months and will be cleared through Secret only.
- B. Clearance will be granted on the following basis:

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DATE	1947-11-07	1947-11-08	1947-11-09	1947-11-10	1947-11-11	1947-11-12
ARRIVED	1947-11-07	1947-11-08	1947-11-09	1947-11-10	1947-11-11	1947-11-12
ARRIVED 1947-11-07	1947-11-07	1947-11-08	1947-11-09	1947-11-10	1947-11-11	1947-11-12
ARRIVED 1947-11-07	1947-11-07	1947-11-08	1947-11-09	1947-11-10	1947-11-11	1947-11-12
ARRIVED 1947-11-07	1947-11-07	1947-11-08	1947-11-09	1947-11-10	1947-11-11	1947-11-12

II. Part-time Employees

A. Such employees will be cleared through Secret for EOD with this Agency, but after such clearance processing will continue for Top Secret clearance.

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III.

IV. Such applicants will be required to submit three copies of the Personal History Statement in order to avoid the time delay usually caused by reproduction. When the application is submitted to the Security Office, it will be stamped as "Temporary" or "Part-time" in order to alert appropriate personnel and insure proper handling.

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This is to further advise that at a meeting held on 10 May 1953, attended by Mr. [REDACTED] Personnel Office, Chief, Security Division, Deputy Chief, Security Division, Chief, Personnel Security Branch, Deputy Chief, Physical Security Branch, Special Assistant/Chief, Security Division, Chief, Administration and Training Staff and Deputy Chief of Operations, Special Security Division. The procedures outlined above were discussed. With regard to the investigation required for the employment of wives or children on a temporary or part-time basis, the Deputy Chief of Operations, Special Security Division advised that such investigation could be completed in a week or less. Mr.

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[REDACTED], Personnel Office, was in agreement with the procedures outlined above. He advised, however, that security processing was only one part of the problem, since there are many other problems from the standpoint of the Personnel Office which must be resolved before this program can be put into effect. At the present time, the Personnel Office is attempting to resolve all problems involved, after which they will submit a recommendation to the Deputy Director (Administration). A final determination as to whether this program will be initiated is expected within a week.